



## **Handbook Committee Job Description (for Standing Committee Members)**

### **General Overview**

1. **General Description of the position:** The Handbook Committee is responsible for preparing and publishing the four volumes of the *ASHRAE Handbook*. The committee formulates editorial policies and establishes the overall philosophy and guidelines for the *Handbook* to ensure a well-rounded, authoritative publication consistent with the mission of ASHRAE. The member is assigned to a volume subcommittee and is assigned specific chapters in one of the four volumes of the *Handbook*. The member is expected to work closely with the TCs responsible for writing these chapters. This includes reading the chapters, visiting TCs during the Winter and Annual conferences, and working with the TCs to ensure they meet deadlines for completion of their chapters. The member will likely also be assigned to other subcommittees of the Handbook Committee.
2. **Composition of the committee:** The Handbook Committee consists of the Chair, Vice Chair, and members.
3. **Term of Service:** Four years. Board elected.
4. **Required Qualifications:** Committee members shall be voting members of ASHRAE, have experience on the Handbook Subcommittee of a technical committee, and have knowledge of a broad range of technical topics. The Chair and Vice Chair must hold the grade of Member or higher.
5. **Helpful qualifications, experience, interests, or skills:** Committee members should have good interpersonal skills, because they will be working with a wide range of individuals on different technical committees.

### **Specific Time, Money, and Task Commitments**

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences.**
  - The Committee members will need to attend the Handbook Committee and subcommittee meetings on Sunday morning and be available to attend technical committee meetings through Tuesday. Committee members are encouraged to attend the Executive and Strategic Planning Subcommittee meetings on Saturday afternoon.
  - **Who covers transportation?** Transportation costs are paid by society. Transportation is cost of transportation to the meeting only. Room and board are not reimbursed. See the Travel Reimbursement Policy for details.
  - **Detail any other expenses covered by Society.** N/A.
  - **Subcommittee work description.** Each member is assigned to work on one of the four volume subcommittees and one of the other subcommittees (see below). All subcommittees meet on Sunday morning. In between conferences, you will be expected to communicate with the TCs to which you are assigned regarding questions/issues they may have regarding their chapter(s) in your volume.

- The four volume subcommittees include (1) Fundamentals, (2) Refrigeration, (3) HVAC Applications, and (3) HVAC Systems and Equipment.
  - The other Handbook subcommittees include (1) Functional, (2) Training, (3) Electronic Media, (4) Strategic Planning, and (5) Executive.
- **Special events to be aware of at this meeting.** N/A
2. **Requirements between Annual and Winter Conferences.**
- **Describe frequency of conference calls.** Very infrequent and only on an “as needed” basis.
  - **List anticipated face-to-face meetings in spring and fall.** None.
  - **Describe individual work load and anticipated time requirement per week (or month).** Workload will vary by year on the committee. The year before a volume is published is when there is more work between conferences. You will be responsible for making sure your TCs have completed their chapters, have reviewed the chapters, and completed all paperwork associated with the submission of the chapters.
3. **Briefly describe any other committee activities of which a prospective member should be aware.**
- The *ASHRAE Handbook* is the most visible reference material of the Society. The four volumes of the *Handbook* are used throughout the world to help educate the next generation of engineers. The *Fundamentals* Volume is often the first exposure that college students have to the Society. Being a part of the Handbook Committee gives you an opportunity to make a contribution on the next versions of the *Handbook* and to the future of the Society. On the committee, you get to work with members from a wide range of technical committees and backgrounds.